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Disproportionate File
Approved For Release 2005/11/21 : CIA-RDP70-00211R000800350008-6

25 September 1962

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

Chief, DD/P Systems Group

Attn:

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**SUBJECT : Amendment to TSD Records Control Schedule
7362-61**

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Sent to 10/2/62
1. Attached herewith is an amendment to Records Control Schedule 7362-61. The only change has been made in Item 4, Subheading b.

2. Because of the new procedure initiated by the Records Center as of 1 July, it will be necessary to rewrite most of the TSD Records Control Schedule. However, due to the reorganization of TSD presently under way, it is desired that such action not be taken at this time.

3. Therefore, in order to forward to the Records Center several feet of material presently being held in TSD/ for retirement, this amendment has been written covering that portion of the Schedule most affected by the change in Records Center procedure. Eventually, the entire TSD/ schedule will be rewritten.

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4. This amendment was the subject of a meeting recently of

of TSD and
 of your staff.

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5. It is requested that this amendment be substituted for Item 4 presently part of TSD Records Control Schedule 7362-61 dated 4 May 1961.

TSD/RAO

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Attachment:
Amendment to TSD
RCS 7362-61